

CASE LOAD FORMULA WORKSHEET (K-12 only)

FORMULA (Speech therapists report total number of students served)

Stu.Min*Wk / Tea. Min*Day = Contact # + #IEPs = Case Load #

_____ / _____ = _____ + _____ = _____

1. To find your district's instructional time per week, check with your principal on what was reported to core date, enter here..... _____
2. Total the minutes for your planning time per week. (Ex: If you have 5 weekly planning periods and each are 50 minutes, your total would be 250 minutes)..... _____
3. Total the minutes for your other duty(ies), supplemental and non special education assignments, for the week (Count only those which occur during the regular instruction time of the school day. Do not include extra curricular or other "out-of-contract hours." Ex: If you have two 20-minute recess duties and two 50-minute non-special education teaching assignments, your weekly total would be 140 minutes)..... _____

Specify the duties and assignments on the blank line below:

4. Add lines 2 and 3..... _____
5. Subtract line 4 from line 1 and divide by the number 5..... _____
(Tea.Min/Day)
6. Total the number of minutes that you directly instruct students*..... _____
(Stu.Min/Wk)
7. Divide line 6 by line 5..... _____
(Contact #)
8. Total number of IEPs you are responsible for on a case manager basis..... _____
(# IEPs)
9. Add line 7 to line 8..... _____
(Case Load)

*Count first 5 students only for Class-Within-A-Class